



BIIGTIGONG  
NISHNAABEG

Summer Student Employment Opportunity

**Student Site Administrator (1)**

Biigtigong Nishnaabeg invites students up to 15 to 30 years of age coming from school and returning in the fall to apply.

**Under the Supervision of the Marathon Municipal Housing Property Manager, this position will provide administrative, personnel, and clerical support.**

**Position Details:** Marathon Municipal Housing Corporation is seeking a reliable, dependable individual with strong interpersonal skills who is a team player able to work in an office environment setting. This position will report directly to the Property Manager and provide administrative, personnel, and clerical support.

**Qualifications:** Preference will be given to candidates who meet the following criteria:

- Enrolled in Secondary or Post-Secondary programming (Returning to school in Fall 2023)
- Experience with organizational and time management within an office setting, attention to detail to submit work or send communications without error.
- Knowledge of basic computer programs and basic typing abilities
- Communication skills, like having a pleasant demeanor and the ability to work with various types of personalities within an office setting.
- Ability to handle sensitive information and upkeep organizational confidentiality.
- Leadership skills to take control of a situation and make quick decisions when necessary.

***Applicants are required to submit resume and cover letter, transcripts, student information form, consent to release of information form, and verification of returning to school. (All forms can be found at [www.picriver.com](http://www.picriver.com))***

All applications must be emailed to [recruitment@picriver.com](mailto:recruitment@picriver.com) by June 16<sup>th</sup> at 12pm.

**Only those that submit ALL required documentation will be contacted for an interview.**

**Biigtigong Nishnaabeg**